

**BY ORDER OF THE COMMANDER  
AIR FORCE NUCLEAR WEAPONS  
CENTER**

**AIR FORCE NUCLEAR WEAPONS CENTER  
(AFNWC) INSTRUCTION 63-113**

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**Acquisition**

**COMPREHENSIVE COST AND  
REQUIREMENTS (CCAR) SYSTEM**

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This AFNWC Instruction (AFNWC I) establishes guidance and procedures governing all actions pertaining to the use of CCaR by AFNWC and AFNWC subordinate units. An Under Secretary of Defense for Acquisition, Technology and Logistics (USD AT&L) memorandum, dated May 2005, recognized Web CCaR as the preferred requirements management tool for the Air Force, and a Headquarters Air Force Materiel Command (AFMC) memorandum dated June 2005 identified CCaR as the preferred tool for requirements management within the Command. Air Force Instruction (AFI) 63-101, *Acquisition and Sustainment Life Cycle Management*, 3 Aug 11, mandates that all investment dollars be budgeted and executed in Web CCaR. This instruction applies to all Department of Defense (DoD) personnel assigned to and all contractor personnel supporting AFNWC. In the event of conflict between provisions in this instruction and higher-level AFMC or United States Air Force (USAF) guidance, higher headquarters (HHQ) policy will take precedence. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. This publication does not apply to Air Force Reserve Command units. This publication does not apply to the Air National Guard. This publication does not apply to the Civil Air Patrol. Ensure that all records created as a result of this process are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>/. See *Attachment 1* for Glossary of References and Supporting Information.

**1. Applicability and Scope.** This instruction establishes consistent and uniform CCaR responsibilities throughout AFNWC. It establishes the guidelines and procedures for AFNWC and subordinate organization personnel, who approve, implement, manage, or review CCaR activities and products.

**2. Background/Overview.** CCaR is a program management tool. As the AFNWC system of record for requirements validation and tracking, the CCaR database provides life-cycle information on each requirement and an archiving capability for historical purposes. CCaR is used to document, manage and report all AFNWC requirements. CCaR users shall strive to ensure that the system always contains timely and accurate information.

**3. Primary Purposes of CCaR.**

3.1. AFNWC organizations and their designated Program/Project Managers (PMs) utilize CCaR to do the following:

3.1.1. Capture cost, schedule, and performance data. Data in CCaR constitutes formal recognition of a program's existence within the AFNWC portfolio (IAW AFI63-101).

3.1.2. Manage program requirements.

3.1.3. Report programmatic information.

3.1.4. Facilitate and track all financial execution of appropriated funds.

3.2. CCaR data for programs on the Acquisition Master List (AML) interfaces with the System Metric and Reporting Tool (SMART) and Executive CCaR systems, providing real-time visibility to higher level leadership.

**4. Roles and Responsibilities.** CCaR roles at AFNWC are defined at the directorate level and therefore not addressed in this instruction. Directorates may adhere to the *AF CCaR Guidebook*, or they may exercise flexibility in assigning specific responsibilities to specific roles. In any case, each organization must accomplish the following:

4.1. Utilize CCaR as their overarching program and financial management tool.

4.2. Ensure all users obtain CCaR training and maintain a CCaR account.

4.3. Provide CCaR administrative support that resolves CCaR-specific user issues and coordinates system improvements.

4.4. Determine overall program requirements and ensure they are captured in CCaR.

4.4.1. Assign individuals as Officers with Primary Responsibility (OPRs) who create, manage, and update program requirements in CCaR.

4.4.2. Maintain a record of all CCaR assignments and delegations.

4.4.3. Ensure appropriate individuals in addition to OPRs have access to CCaR records by adding them to "Points of Contact" field as "Backup-OPRs."

4.4.4. Designate replacement Primary OPRs for all CCaR records when current Primary OPRs are out-processing, ensuring transfer of accountability is in place.

4.5. Establish CCaR record and funding document approval flows, ensuring the following:

- 4.5.1. That proper source(s), appropriation(s), fiscal year(s) (FYs), and Budget Program Activity Code(s) (BPACs) are selected;
- 4.5.2. That they are in accordance with HHQ financial guidance, statutes, laws, and regulations with respect to funds propriety, bona fide need, and Anti-Deficiency Act (ADA);
- 4.5.3. That there is a valid, accurate, and documented funding estimate for each requirement that covers the entire period of performance (PoP);
- 4.5.4. That attachments provide comprehensive documentation to support audits or inspection reviews;
- 4.5.5. That records conform to standards and guidance provided in Figure 1 and the *AF CCaR Guidebook*.
- 4.6. Allocate/distribute approved budget (APPR) and authorized budget (AUTH) in the CCaR Budget Authority Editor (BAE) at the individual CCaR record level.
- 4.7. Generate all funding documents and other required documentation utilizing the CCaR interface with the Automated Business Services System (ABSS)—with the exception of Form 206s and 181s, which are generated using the Job Order Production Master System (JOPMS).
- 4.8. Establish and maintain realistic execution forecasts and Continuing Resolution Authority (CRA) plans as outlined below in 5.7. *Forecasting* and 5.7.5. *CRA Forecasting*.
- 4.9. Coordinate *New Start Validation (NSV) Forms* (AFI 63-101, Attachment 3), ensuring planned work performed falls within the scope of the President's Budget (PB) or has been properly coordinated with Congress as a New Start.
- 4.10. Build lines of accounting (LOAs) in the Air Force Base Level General Accounting and Finance System as needed, and submit target load sheets to load authorized funding against those LOAs (see below, 5.6. *Target Loading*).
- 4.11. Ensure timely and accurate CCaR/Defense Finance and Accounting Services (DFAS) financial execution reconciliation of assigned records.
- 4.12. Utilize CCaR to create BMR charts and other CCaR reports/tools, as required for meetings, reviews, and data calls.

## 5. Procedures.

- 5.1. **Requirements Capture.** The CCaR process tracks program requirements from cradle to grave. Capturing and updating requirements in individual CCaR records is critical.
  - 5.1.1. Requirements are the operational and technical elements necessary to execute the effort successfully in an unconstrained environment. A CCaR requirement is defined as a discrete element of cost necessary for an organization's or program's success.
  - 5.1.2. A requirement must be expressed in dollars in order to exist in CCaR.
  - 5.1.3. Requirements are captured in CCaR as soon as they are known. Records are updated as details are defined.

5.1.4. All approved AFNWC CCaR records, by definition, contain requirements that have been vetted via the CCaR record coordination process. Organizations within AFNWC may have additional processes in place to vet and approve requirements prior to entering them in CCaR. Those processes do not circumvent the need for CCaR coordination and approval.

5.1.5. Requirements approval does not constitute funding approval.

5.1.6. The CCaR record is used as the requirements description document to support the request and authorization to incur a government liability (i.e., to execute funds).

5.1.7. CCaR records must meet the minimum standards outlined in Figure 1.

**5.2. Coordination Cycle.** All CCaR records must go through a coordination cycle for review and approval. This cycle is the means by which AFNWC requirements are approved.

5.2.1. Alternative cycles may be tailored to organizations' specific needs. In the absence of an approved alternative, organizations will utilize the coordination cycle detailed in the *AF CCaR Guidebook*.

5.2.2. All coordinators/approvers share a responsibility to maintain, and improve, the overall integrity of the CCaR database by applying the standards outlined in Figure 1 and the *AF CCaR Guidebook*.

5.2.3. Once the final authority coordinates, the requirement is officially valid and the representative record is assigned a CCaR number.

**5.3. Funds Allocation.** Once a requirement is approved, either APPR and AUTH may be allocated against it.

5.3.1. **Unfunded requirements (UFRs).** UFRs are generated when the APPR budget allocated is less than the requirement.

5.3.2. The method by which an organization determines how requirements are reviewed, prioritized, phased, and funded is outside the scope of this instruction. However, CCaR data is, whenever possible, a direct input to the budget decision-making process. The resulting budget decisions are direct inputs back into CCaR, whether an organization utilizes a Baseline Control Board, Acquisition Change Board, Resource Management Board, or any other mechanism.

5.3.3. The "1537" is the specific CCaR report used to capture and communicate budgetary status and decisions. It provides constrained or unconstrained budget information across the Future Years Defense Program (FYDP), and can be broken out at the CCaR record level or rolled up to a level appropriate for the decisions being made.

**5.4. Budget Structure.** AFNWC utilizes a master and sub budget structure to maintain funds control and ensure that funds execution in CCaR matches the execution in the Air Force accounting system as reported by DFAS.

5.4.1. **Master Budgets.** AFNWC/FM establishes and loads funds to CCaR master budgets at the BPAC level.

5.4.1.1. The naming convention for investment funds master budgets is Program Element Code (PEC)\_Appropriation\_BPAC. E.g.: 11125F\_3600\_B657007

5.4.1.2. The naming convention for expense (Operations & Maintenance (O&M)) funds master budgets is PEC\_Appropriation. E.g.: 78070F\_3400

5.4.1.3. No investment funds are executed out of master budgets. Funds only remain at the master level until they can be transferred to a sub budget for execution.

5.4.1.4. O&M funds are executed at the master (stand-alone) budget level as well as at the sub budget level, depending upon the program.

5.4.1.5. There is a generic master budget set up for each appropriation to capture unfunded mission support requirements. These budgets contain zero APPR and AUTH; they exist so that new, not yet approved/funded shared mission support (MS) CCaR records have a budget to link to in order to establish their requirements. As soon as funding is approved for these records, AFNWC/FM links them to funded MS sub budgets.

**5.4.2. Sub Budgets.** AFNWC/FM establishes and loads funds to CCaR sub budgets at the program/project level, by location, and to distinguish between program and shared MS costs.

5.4.2.1. The naming convention for investment sub budgets is BPAC\_Project/Program\_Location\_Directorate (if applicable)\_MS identification (if applicable). E.g.: B654807\_CBRN\_NWC\_NCD\_MS

5.4.2.2. **Distributed Budgets.** If a project is executed at an operating location and/or in a CCaR database other than AFNWC at Kirtland AFB, AFNWC/FM will send funds to that project via the CCaR distributed budget function.

5.4.2.2.1. Each set of sub budgets for a given program/project has a corresponding Control Serial Number (CSN) that maintains program/project identity in the AF accounting system.

5.4.2.2.2. Organizations receiving distributed budgets must utilize LOAs containing the CSN that identifies the project they are executing.

5.4.2.3. AFNWC/FM utilizes MS sub budgets to ensure that the costs of specific MS requirements are tied to specific programs/projects while the overall cost is shared evenly across the portfolio.

5.4.2.3.1. For planning purposes, a given percentage of a program's/project's budget in each FY is withheld in a MS sub budget. In the year of execution, actual funds needed for approved MS requirements are executed out of the MS sub budget and the remainder, if any, is returned to the program office by transferring it to the program sub budget at portfolio leadership discretion.

5.4.2.3.2. The Investment Financial Working Group (iFWG) and Investment Resource Management Board (iRMB) are the decision-making bodies that interface with CCaR for investment-funded MS costs.

5.4.2.3.3. The Financial Working Group (FWG) and Resource Management Board (RMB) are the decision-making bodies that interface with CCaR for O&M-funded MS costs.

5.4.2.4. When the funding in a given BPAC is split between two or more organizations within AFNWC, and when the funding allocations between those organizations are not made implicit by the PB, said organizations must either work out a mutual agreement or seek adjudication through their respective leaderships.

5.4.2.5. All decisions regarding funding allocations between sub budgets must be communicated to AFNWC/FM, who will in turn allocate and distribute APPR and AUTH as necessary.

**5.4.3. Composite Budgets.** Master and sub budgets are combined in CCaR to create composite budgets for the purpose of reporting roll-up data in reviews and reports. AFNWC/FM maintains a comprehensive set of composite budgets utilizing a standard naming convention. Users shall select existing budgets rather than create new ones.

**5.5. Higher Headquarters (HHQ) Withholds.** AFNWC never receives funds that are withheld at the HHQ level. Until final FY distribution, AFNWC programs must account for, and have a plan to execute, the full known value of their budgets. A separate “placeholder” CCaR record is used for this purpose.

**5.5.1. HHQ Placeholder Record.** A CCaR record is built, either by AFNWC/FM or the program office, which captures the percentage of the program’s budget anticipated to be withheld at the HHQ level.

5.5.1.1. HHQ placeholder records reside in the program sub budget, not the MS sub budget, because they represent funds that would be executed by the program if they were not withheld at the HHQ level.

5.5.1.2. After final distribution, the HHQ placeholder CCaR record’s RQMT and APPR for that FY are zeroed out, reducing the overall program/project value to match the reductions made at HHQ.

5.5.1.3. Organizations adjust their overall APPR to match the AUTH when they do not expect any more funding in a given FY. The amount reduced is recorded in the BAE and used to reconcile the final APPR/AUTH with the original PB. The HHQ placeholder CCaR is the primary means to record those adjustments.

**5.6. Target Loading.** CCaR interfaces with the Air Force accounting systems. Funding allocations done in CCaR do not affect individual LOAs until a target load is done.

5.6.1. LOAs may be out of balance at the Program Summary Record (PSR) level, so long as the funds loaded in CCaR match the funds loaded in the Air Force accounting systems at the Fund Summary Record (FSR) level. Target loads do not need to be done every time funds are reallocated between a given program’s CCaR records (e.g., when an OPR requests that travel funds be shifted to supplies).

5.6.2. CCaR does require that all LOAs within a given FSR be in balance down to the PSR level when submitting a target load sheet. There are a number of occasions when a target load sheet is submitted and therefore the submitter must balance every LOA:

5.6.2.1. Initial and subsequent distributions

5.6.2.2. After HHQ funds realignments

5.6.2.3. At end of year

5.6.2.4. Under Continuing Resolution Authority (CRA)

5.6.2.5. When establishing new LOAs

5.6.3. Submitters may balance LOAs additionally at their discretion, such as at end of month.

**5.7. Forecasting.** CCaR forecasting phases commitments, obligations, and expenditures, collectively known as program execution, over future periods and events.

5.7.1. The Commitment forecast field is used to capture CRA plans (see section 5.7.5).

5.7.2. Obligation forecasts are required for all appropriations.

5.7.3. Expenditure forecasts are required for RDT&E (3600) funds only.

**5.7.4. Forecast Versions.** For each kind of forecast, there are three different versions: suggested, current, and baseline.

5.7.4.1. The suggested plan may be used at an organization's discretion but is not required.

5.7.4.2. The current plan captures the most up-to-date data of when obligation and expenditure events will occur.

5.7.4.3. The current plan is balanced to the approved budget and flows to BMR charts and other CCaR data outputs, to include SMART and Executive CCaR interfaces.

5.7.4.4. The current plan is fluid and normally changes throughout the life of the effort. It is updated on a monthly basis or when real life changes occur.

5.7.4.5. The baseline plan is reviewed and approved by an organization at the start of the FY. Once locked, the baseline plan normally does not change throughout the year except to reflect significant program changes, to include Congressional adds or cuts.

**5.7.5. CRA Forecasting.** Organizations record their CRA forecasts in the commitment plan field.

5.7.5.1. A CRA forecast is not the same thing as an obligation forecast.

5.7.5.1.1. A CRA forecast represents the minimum dollar amount needed to keep a given effort going through the duration of the CRA increment timeframe. An obligation forecast reflects the maximum dollar amounts that would be obligated under a best case distribution.

5.7.5.1.2. A CRA forecast reflects a hard need-by date, by which funds must be in hand in order to execute and prevent work stoppages or slowdowns. An obligation forecast represents a realistic projection of when a funding execution event will post in DFAS, which could be weeks after the funds were needed in hand to effect a contract action.

5.7.5.1.3. A CRA forecast reflects a constrained dollar amount (often 80% of either the current or prior year budget, whichever is lower), and therefore will not balance to the APPR as the obligation forecast will.

5.7.5.2. AFNWC/FM uses the CRA forecasts entered in the commitment plan field to formulate recommendations to portfolio leadership regarding the best distribution of CRA funds.

5.7.5.3. CRA forecasts entered in the commitment plan field are intended for AFNWC internal use only. However, AFNWC/FM and/or AFPEO/SS may compare these forecasts to the obligation plans in order to formulate impact statements relayed to higher headquarters.

**5.8. Funding Documents.** The CCaR *Funding Document Request Form* directs the creation of a funding document, which leads to the execution of funds attached to a CCaR record. Its primary purpose is to ensure that personnel preparing funding documents are doing so under clear, written direction.

**5.8.1. Document Creation.** Funding documents/forms are created in CCaR at the direction of the OPR, to include the following:

- 5.8.1.1. AF Form 185, *Project Order*
- 5.8.1.2. AF Form 4009, *Government Purchase Card - Fund Cite Authorization*
- 5.8.1.3. AF Form 406, *Miscellaneous Obligation/Reimbursement Document (MORD)*
- 5.8.1.4. AF Form 616, *Fund Cite Authorization (FCA)*
- 5.8.1.5. AF Form 9, *Request for Purchase*
- 5.8.1.6. AF Form 9L, *Letter of Change*
- 5.8.1.7. AFMC Form 36, *Purchase Request (PR)*
- 5.8.1.8. AFMC Form 277, *Reimbursable Order*
- 5.8.1.9. DD Form 448, *Military Interdepartmental Purchase Request (MIPR)*
- 5.8.1.10. DD Form 448-2, *MIPR Acceptance*

**5.8.2. Document Submission/Certification.** The document preparer electronically submits commitment documents in CCaR. The CCaR system interfaces with the Accounting and Finance System via ABSS approval routing and funds certification process.

5.8.2.1. Only CCaR users who have ABSS accounts are able to release funding documents for certification via CCaR.

5.8.2.2. Required supporting documentation (e.g., MIPR checklist items) must be attached to the funding document in CCaR prior to release. The documentation then flows to ABSS along with the funding document itself.

5.8.2.3. Once the document is fully approved through the ABSS coordination cycle, CCaR identifies the document as CERTIFIED-ABSS and calculates the amount as an official financial commitment for the corresponding appropriation.

**5.9. Reconciliation.** Reconciliation is accomplished through the Reconciliation Module and/or Contracts Module.



5.9.1. It is a vital part of CCaR to ensure transactions between CCaR and DFAS are balanced. Otherwise, the CCaR records will show either more or less money was spent than authorized. The goal of reconciliation is to ensure integrity within all financial systems.

5.9.2. The responsibility for reconciliation can be assigned to, or shared by, various personnel at the discretion of each directorate, to include OPRs, budget or financial analysts, and the CCaR Administrator.

5.10. Deletion.

5.10.1. A CCaR may be deleted if the record meets the following criteria:

5.10.1.1. It does not contain any execution data,

5.10.1.2. It does not contain any forecasts, and

5.10.1.3. It does not contain any approved funding.

5.10.2. Once a CCaR record is deleted, it cannot be recovered.

5.11. **Archival.** A CCaR record may be archived, thereby ending the OPR's support responsibilities, if the following are true:

5.11.1. The execution of all funding in each FY budgeted is complete

5.11.2. The record is not in-process for a coordination cycle as in-process copies must be unreleased before records may be archived

5.11.3. The requirement has been assigned a dedicated funding status for all FYs

**6. Process Metrics.** Figure 1 shows a rubric by which individual CCaR records are reviewed and scored. A record shall be graded "sufficient" in all areas to be approved. The "approaching sufficient" score is intended for informational guidance only.

Figure 1. CCaR Record Rubric

CCaR Record Rubric (Characteristics of a Sufficient CCaR Record)	
<b>Title</b>	CCaR title conforms to the following naming convention: Organization Program Project Commodity Contractor Description. One space between each element – no commas or underscores.
<b>Custom Fields</b>	Custom fields selected as appropriate.
<b>Points of Contact</b>	Sufficient backup OPRs selected.
<b>Description</b>	The description includes the following, as appropriate: 1) Narrative description outlining the scope of the work to be performed. 2) Technical parameters (i.e. weight, volume, power, etc.) 3) Who will perform the work. 4) Justification for type of funding (color of money -- for example, 3600 RDT&E, 3020 Missile Procurement, 3400 O&M, etc.) needed to complete the effort. 5) Acquisition plan/strategy. Those items make up the "general description." Changes to the description over time shall be outlined in dated/initialed "update" entries at the top of the description field.
<b>Basis of Estimate (BOE)</b>	The BOE provides a detailed record of the methodology, procedures and data resulting in the development or update of a requirement estimate. The required level of detail in each BOE is flexible and will vary depending on purpose of estimate and amount of requirement. As appropriate, the BOE section of each sufficient record shall contain the following types of information: 1) <i>Ground rules &amp; Assumptions</i> - Technical and programmatic conditions, BOE ground rules, constraints, and assumptions used in developing the estimate. 2) <i>Methodology</i> - A brief overview of the primary methodology used to develop the BOE, such as analogy, engineering, or parametric approaches. BOEs can also be derived from contractor-submitted Rough Order of Magnitude (ROM) or proposals. 3) <i>Calculations</i> - Sufficient information must be given in this section to allow replication of the BOE by someone unfamiliar with the program. If there are multiple appropriations funding the effort, the estimate should be broken out by the respective appropriations. An excel spreadsheet and/or other documentation can be attached to show the estimate calculations broken down by appropriation and the following categories, as applicable: Labor Hours & Rates, Material & subcontract costs, Profit/fee, and Fiscal year phasing. 4) <i>Spreadsheet</i> - CCaRs allows you to directly imbed an Excel spreadsheet into the BOE section by either creating it directly in CCaR or by copying and pasting an existing Excel spreadsheet. 5) <i>Confidence level</i> - Indicate relative confidence in the BOE. For example, if the effort has already been negotiated, confidence should be high. If the BOE is for an effort that won't happen for five years, and it is based on a government best guess, the confidence would be very low. The BOE does not exist in a vacuum. The information in the BOE should complement the information in the description, budget/FY phasing, attachments and the obligation/expenditure forecasts. Changes to the description over time shall be outlined in dated/initialed "update" entries at the top of the description field.
<b>Budget/FY phasing</b>	Current and out year requirements (at minimum through FYDP) loaded to correct budgets.
<b>Obligation/Expenditure forecast</b>	Obligation & Expenditure forecasts are in place for all active years, balanced to approved budgets. Forecasts are 1) based on realistic projection of DFAS actuals, 2) take into account contracting officer workload and timelines, 3) initially assume no CRA (baseline forecasts), and 4) are reconciled at least monthly with actuals (current forecasts).
<b>Attachments</b>	Documents that support information given in the Description, BOE, and Rqmt Source tabs must be specifically referenced, attached, and clearly labeled.
<b>Impact</b>	The Impact Statement is a statement of the adverse impact to the organization and/or system end-users if the CCaR requirement is NOT performed. This information will be used to defend against projected budget cuts. It should be realistic and specific. Statements like, "Mission will fail," are not appropriate unless absolutely true.

## 7. Products and Records Produced.

**7.1. Reports.** CCaR has a number of reports used for data collection, tracking, and analysis. Reports are based on several categories, including multiple FY reports, financial execution reports, funding document related reports, and coordination reports. Most reports may be sorted and filtered and contain options for exporting. Although many reports contain similar data, their formats may differ. This allows for a targeted emphasis to meet the reporting needs for multiple audiences.

7.2. **BMR Charts.** The BMR tool in CCaR creates a variety of briefing charts that are exported directly to PowerPoint and used in financial and programmatic reviews. Standard practice forbids the manual manipulation of data on these charts. A thorough explanation of BMR charts and all other CCaR outputs is available in the *AF CCaR Guidebook*.

7.3. **Decision Support.** Participants in the decision support process utilize execution data, forecasts, and the 1537 to formulate and recommend to their leadership courses of action across the spectrum of AFNWC program and financial management activity.

7.4. **Data Repository.** The data available through the abovementioned reports enables authorized CCaR users to respond quickly and effectively to audits, data calls, POM drills, PEM inquiries, HHQ taskings and SOCCERs. CCaR strengthens AFNWC's ability to promote cost efficiencies and defend itself against budget reductions and other threats in today's fiscally constrained environment.

7.5. **SMART and Executive CCaR.** Programs/projects on the AML send CCaR execution data to SMART and Executive CCaR as outlined in the *AF CCaR Guidebook*. Standard AFNWC practice is to review and send end of month data by the fifth business day of the following month.

GARRETT HARENCAK  
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Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 63-101, *Acquisition and Sustainment Life Cycle Management*

*Air Force CCR Guidebook*, Version 1.1

Air Force Manual 33-363, *Management of Records*

***Adopted Forms***

AF Form 9, *Request for Purchase*

AF Form 9L, *Letter of Change*

AF Form 185, *Project Order*

AF Form 406, *Miscellaneous Obligation/Reimbursement Document (MORD)*

AF Form 616, *Fund Cite Authorization (FCA)*

AF Form 847, *Recommendation for Change of Publication*

AF Form 4009, *Government Purchase Card - Fund Cite Authorization*

DD Form 448, *Military Interdepartmental Purchase Request (MIPR)*

DD Form 448-2, *MIPR Acceptance*

AFMC Form 36, *Purchase Request (PR)*

AFMC Form 277, *Reimbursable Order*

***Abbreviations and Acronyms***

**ABSS**—Automated Business Services System

**ADA**—Anti-Deficiency Act

**AFI**—Air Force Instruction

**AFMC**—Air Force Materiel Command

**AFNWC**—Air Force Nuclear Weapons Center

**AML**—Acquisition Master List

**APPR**—Approved Budget

**AUTH**—Authorized Budget

**BA**—Budget Authority (also Budget Analyst, Budget Allotment)

**BMR**—Business Management Review Charts

**BOE**—Basis of Estimate

**BPAC**—Budget Program Activity Code

**CCR**—Comprehensive Cost and Requirement (System)

**CRA**—Continuing Resolution Authority  
**CSN**—Control Serial Number  
**DFAS**—Defense Finance and Accounting Services  
**DoD**—Department of Defense  
**FCA**—Fund Cite Authorization (also AF Form 616)  
**FWG**—Financial Working Group  
**FY**—Fiscal Year  
**FYDP**—Future Years Defense Program  
**FSR**—Fund Summary Record  
**HHQ**—Higher Headquarters  
**Ifwg**—Investment Financial Working Group  
**iRMB**—Investment Resource Management Board  
**LOA**—Line of Accounting  
**MIPR**—Military Interdepartmental Purchase Request (also DD Form 448)  
**MORD**—Miscellaneous Obligation/Reimbursement Document (also AF Form 406)  
**MS**—Mission Support  
**NSV**—New Start Validation  
**O&M**—Operations and Maintenance  
**OPR**—Officer of Primary Responsibility  
**PB**—President’s Budget  
**PEC**—Program Element Code  
**POM**—Program Objective Memorandum  
**PoP**—Period of Performance  
**PR**—Purchase Request (also AFMC Form 36) (sometimes refers to AF Form 9)  
**PSR**—Program Summary Record  
**RDTE**—Research, Development, Test and Evaluation  
**RMB**—Resource Management Board  
**ROM**—Rough Order of Magnitude  
**RQMT**—Requirement  
**SMART**—System Metric and Reporting Tool  
**UFR**—Unfunded Requirement  
**USAF**—United States Air Force

### *Terms*

**1537**— Chart generated from CCaR that displays a program's constrained or unconstrained requirements across the FYDP.

**Approved budget (APPR)**— Anticipated funding for the requirement for all FYs—reflects the PB, updated for any Congressional changes or reductions, portfolio realignments, and HHQ withholds. O&M approved budget is referred to as annual authority.

**Audit Log**—A list of all historical actions taken on a CCaR Record, including who performed them and when.

**Authorized funding (AUTH)**— Funding appropriated by Congress, apportioned by DoD, and allocated by MajCom to AFNWC for execution against requirements in active FYs. AUTH has been released on a Budget Authorization document and loaded into the Air Force accounting system. O&M authorized funding is also called quarterly authority.

**Basis of Estimate**— An explanation of how the OPR determined the cost of delivering the CCaR requirement, including the history of how that cost has evolved, if applicable.

**Budget, Constrained**— The constrained budget is a reflection of how a program plans to operate within the APPR that has been allocated to it.

**Budget, Required (RQMT)**— A dollarized expression of a requirement, specific to the CCaR system. See below for the definition of *Requirement* as it pertains to CCaR.

**Budget, Unconstrained**— The unconstrained budget indicates how a program would allocate all the APPR it needs to perform its mission.

**CCaR Record**— A numbered package of information within the CCaR system consisting of all pertinent information, financial and otherwise, associated with a discrete program requirement.

**Continuing Resolution Authority (CRA)**— Appropriation legislation used by the United States Congress in a joint resolution to fund government agencies if a formal appropriations bill has not been signed into law by the end of the Congressional FY.

**Custom Fields**— The Custom Fields section provides organizations with the opportunity to create up to 20 Custom Fields, allowing them to stratify the database to obtain special reports. These fields are created and maintained by the Web CCaR Administrator.

**Description**— A detailed narrative of the specific activities (scope) that the CCaR record will encompass.

**Forecasts**— Often referred to as “spend plans,” there are three different kinds of forecasts in CCaR (commitment, obligation, and expenditure), and each has three different versions (suggested, current, and baseline).

**Funding Document Request Form**— A CCaR form prepared by the OPR that requests a funding document, which in turn leads to the commitment of funds.

**Future Years Defense Program (FYDP)**— Program and financial plan for the DoD as approved by the Secretary of Defense, consisting of two budget years (prior and current) and four future years.

**Impact Statement**— The adverse impact to the mission, organization, and/or system end-users if the CCaR requirement is not fully funded.

**Investment Funding**— Multi-year funds utilized by the government to acquire assets, as opposed to annual funds used for O&M expense activities.

**New Start Validation**— A form used to assert that the program/requirement is approved in the President's Budget or has already been properly coordinated with Congress and is therefore *not* a New Start.

**Officer of Primary Responsibility (OPR)**— Individual responsible for creating, maintaining, and overseeing a CCaR record from cradle to grave. In the case of acquisition programs/projects, the PM or individual who will act behalf of the PM with respect to the effort captured in the CCaR record.

**Requirement**— An item or service requiring an outlay of government funds that, when validated, developed, and delivered, meets a specific need of an organization's mission. Requirements are valued in dollars within the CCaR database.

**Requirement Source**— Defines where the requirement captured by the CCaR record originated.

**System Program Manager (SPM)**— Individual with the authority to determine how funds belonging to a given organization are spent in support of the PB.

**Target Chasing**— The practice of continually, and unnecessarily, balancing funds at a detailed level in the Air Force accounting system to match their allocations in CCaR.

**Working, In—Process, and Approved-** Versions of a CCaR record, all three of which may exist simultaneously. The working is a draft copy. The in-process copy is pending approval. The approved copy contains data that can be accessed in BMR Charts and other CCaR reports.